

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: XX ☐ NEW POSITION ☐ EXISTING POSITION ☐ UNCLASSIFIED

Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		9. Position No.	10. Budget Program Number	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position)	
3. Division Operations			12. Proposed Class Title Public Service Executive I	
4. Section Operations	For Use By Personnel Office	13. Allocation		
5. Unit		14. Effective Date		
6. Location (address where employee works) City Wichita County Sedgwick		15. By	Approved	
7. (circle appropriate time) Full time Perm. Inter. Part time Temp. % Regular		16. Audit Date: By: Date: By:		
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM To: 5:00 PM			17. Audit Date: By: Date: By:	

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name

Title

Position Number

Keith Dater

Assistant Regional Director--Operations

K0214646

Who evaluates the work of an incumbent in this position?

Name

Title

Position Number

Keith Dater

Assistant Regional Director—Operations

K0214646

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

This is managerial work planning, organizing and directing the activities and managing the resources necessary to operate and maintain a program or programs that have multiple sub-programs and/or diverse activities.

Work involves developing or revising operating procedures, objectives and goals within agency or regulatory guidelines; formulating policies, and interpreting and directing the application of policies and guidelines; using management systems and tools to determine, assign, and oversee the quality of work and to direct and coordinate program activities; and exercising control over resources for specific phases of a program(s).

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	<p>The person in this position has access to protected health information (PHI) under the provisions of the Health Information Portability Act of 1996 (HIPAA) Privacy Rule. PHI must be treated in accordance with the provisions of the HIPAA Privacy Regulation including the requirements for safeguarding, releasing and recording the release of such information. The person will receive training in the provision of the HIPAA Privacy Regulations as they relate to the duties of this position and has signed a confidentiality agreement.</p> <p>In addition to the tasks listed below, the incumbent is expected to communicate the Mission, Vision and Guiding Principles of the agency to peers, clients and the public; identify personal strengths and developmental needs to increase job performance and long-term career growth. Continually analyze work processes, seek new approaches and make recommendations to enhance efficiency and effectiveness of the agency. Works in a harmonious and cooperative fashion with other staff to provide efficient and effective customer service. Uses free time as available to assist other staff in the completion of work assignments. Contributes to a positive work environment through a positive, helpful, courteous demeanor towards staff, clients, and the general public. Adheres to appropriate standards of conduct regarding the use of leave and reports to work on time.</p>
20%	E	<p><u>Regional Management Functions:</u> Confers with management team members to assist and support the Regional Director to develop short and long term strategic plans including the allocation of resources, establishment of objectives and strategies to accomplish goals. Recommends local policies; interprets, direct and/or coordinates policies and guidelines through community partners, providers or agency managers; ensures compliance with agency policies as well as state and federal law. Recommends and/or approves operating procedures, objectives and goals within broad agency and regulatory guidelines,</p> <p>Meets with Assistant Regional Director of Operations and Regional Director to obtain information and direction and discuss problems related to administration of services, program content and objectives.</p> <p>All tasks are reviewed by the Assistant Regional Director for Strategic Operations through conferences, reports and on the basis of results achieved.</p>
20%	E	<p><u>Human Resource Management</u></p> <p>Provides leadership, guidance and direction to the Operations Division staff in all matters involving program administration and management in the region. Insures recruitment, selection and hiring actions meet required guidelines and personnel rules and regulations.</p> <p>Sets and communicates expectations regarding performance, behavior, attitude and conduct that are measurable, understandable, verifiable and reasonable.</p> <p>Confronts poor performance or behavior and addresses issues in a prompt manner according to personnel rules and regulations.</p> <p>Effectively uses available tools to address poor performance, takes disciplinary action when appropriate and</p>

20%

E

documents consistently.

Actively supports the development of knowledge and skills to perform at a high level.

Ensures necessary training and resources are available and used promptly.

Creates and values a learning environment and provides recognition for efforts of others when high or improved performance is attained.

Promotes awareness of quality management practices including a commitment to bring about positive organizational change through the use of processes, tools, education, recognition, and communication; fosters teamwork using a disciplined problem solving and decision making approach.

Maintains an efficient compliment of staff and increases staff productivity by using personnel management, orientation and knowledge of state personnel policies and practices.

Evaluate program changes and outcomes to identify training needs in order to effectively implement policies, programs and procedures. Ensures that the division has appropriate staff training mechanisms to assist new staff orientation processes as well as to train staff regarding changes in policy, processes or procedures.

All tasks are reviewed by the Assistant Regional Director—Operations and Regional Director through conferences, reports and on the basis of results achieved.

Program Coordination

This position provides direction and leadership to the Customer and Community Service line of business. This line of business is key to identifying the needs of communities within the region, developing plans for improving partnerships and addressing community needs and ensuring DCF is a valued partner in all communities within the region, ensures customers are treated with dignity and respect, and that customer concerns are addressed timely. Uses agency operational practices, procedures, and regulations to determine outcomes of complaints and makes recommendations to the Appointing Authority. Reports of findings will be written and will be provided to the appointing authority. All legislative contact will be run through the Legislative Director.

Analyzes information and data regarding the provision of services to customers, identifies patterns and problem areas and makes recommendations to management on areas for improvement in all levels of service delivery.

Represents DCF in the community by serving on various Boards and Committees. Maintains leadership roles in several advisory boards and community groups. Functions as agency administrator with liaison responsibilities for the regional Community Project advisory group.

Researches and provides information regarding community services to internal staff for the purpose of better serving our customers. Provides feedback on policy and its impact on customers and the community. Conveys agency philosophy and information to community partners.

Helps promote public awareness of agency programs and takes an active role in community partnerships to ensure DCF services are effectively supporting desired community outcomes.

20%

E

Operations Leadership

Provides leadership, ensures accountability and acts as a role model for regional staff members. Acts on behalf of the appointing authority in administrative matters and may commit agency resource when necessary

20%	E	<p>to ensure smooth functioning within the region. Assists Administrators and Team Leaders in resolving regional personnel issues involving Human Resources where appropriate. Establishes systems to ensure effective customer service, space planning, building security and management of agency assets. Analyze and assess regional facility needs involving Operations when necessary.</p> <p>Fiscal Leadership: Provides the fiscal leadership and direction for the region by determining initiatives and developing goals, objectives, and efficiencies for the region. Develops fiscal policies and strategies to eliminate unnecessary spending and duplication of efforts. Promotes fiscal responsibility by reviewing expenditures – specifically Imprest, cellular phone, desk phone, supplies, and travel to ensure that the expenditures are in the best interest of the agency and are compliant with both State of Kansas and DCF Procurement guidelines. Delegates approval of or approves all administrative, travel and client expenditures directly entered into SMART. Reviews the regions Imprest and Fee Fund reports to ensure accuracy of documentation and control systems. Serve as the Regional Procurement Card (P-Card) Administrator, which includes issuance and monitoring of cards and cardless accounts. Provide training on fiscal and budgetary processes, audit compliance and procurement rules and regulations as needed.</p> <p>Utilizes budgetary and financial data to plan and develop the regional budget. This includes analyzing past expenditures and trends and projecting future needs of the agency. Reviewing Full Time Equivalent and Unclassified Temporary reports to ensure all staff are accounted for with the proper pay and benefits. Reviews adjustments to salary and other operating expenses to determine the final budget request. Reviews and presents year to date budget reports to determine where the region is in meeting their budget request and determining whether or where increases or decreases in spending need to or can occur. Recommends capacity to fill positions and complete purchasing needs.</p>
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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:
- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
- () Plans, staffs, evaluates, and directs work of employees of a work unit.
- (X) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name	Title	Position Number
Harold Pitts	Public Service Administrator	K0230759
Open Position	Senior Administrative Assistant	K0072674
Bonnie Schilling	Accountant II	K0053330
Kimberly Norgard	Program Consultant I	K0229694

23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
- () Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- (X) Major program failure, major property loss, or serious injury or incapacitation.
- () Loss of life, disruption of operations of a major agency.

Please give examples.

Failure to perform essential functions would cause severe financial and emotional hardships for customers and could result in the loss of federal funds and/or other fiscal sanctions to the State of Kansas.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Public contact including phone and in person contact with community leaders, businesses, other agencies and the public occurs daily as part of program administration and planning functions . These contacts are for the purpose of providing or obtaining information regarding program operations; sharing information related to cooperative efforts; and participation in community workgroups, forums and events. Contact is made daily with regional office management, supervisors and line staff. Regular contact occurs with Administration staff, both to provide and obtain information.

25. What hazards, risks or discomforts exist on the job or in the work environment?

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Computers, telephone systems, and copy machines are used daily. Some positions may require the use of a vehicle (private or state owned) in traveling to offices to provide services to clients.

PART III - To be completed by the department head or personnel office

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

Education or Training - special or professional

Licenses, certificates and registrations

Must maintain a valid driver's license.

Special knowledge, skills and abilities

Experience - length in years and kind

One year of experience in planning, organizing and directing the work of a department, program or agency. Education may be substituted for experience as determined relevant by the agency.

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Must maintain security clearance throughout employment.

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date